Letter

Roanoke-Chowan Community College

1998-99 Student Handbook

This handbook is designed to inform you of procedures and regulations with which you must be familiar. In many cases, official college policy is summarized from the College catalog. Because you are responsible for observing the rules and regulations of Roanoke-Chowan Community College, please make sure you read both this handbook and the catalog.

Roanoke-Chowan Community College reserves the right to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.

Dear Student,

Welcome to Roanoke-Chowan Community College. We are proud, indeed, that you have chosen us as the institution to further your education.

It is the goal of RCCC to provide educational opportunities to all constituent individuals and groups commensurate with their needs, interests, and abilities. The College believes that education is the key to job success; it makes every effort to ensure that the programs are topnotch, that the faculty is the best, and that your learning experiences will prepare you for a prosperous, enjoyable future.

*Concerted efforts also are made by Student Development Services (**SDS**) and Student Support Services staff to see that you receive direction and assistance throughout your college studies. Beginning with financial aid and continuing with counseling, registration, and graduation, the staff members are here for you, so please don't hesitate to ask for help.*

We encourage you to read this handbook, as it contains essential information that can help make your year run smoothly. More detailed information about the sections in this handbook can be found in the College catalog. You also are encouraged to participate in the many activities shown, since such activities can provide an outlet when studying has worn you down.

Again, welcome and thank you for selecting Roanoke-Chowan Community College. We wish you all the best for the 1998-99 academic year.

Sincerely,

Bettie B. Hall

Bettie B. Hall, Dean
Student Development Services

Advisors

All curricular students have an advisor. Advisors act as academic consultants and help you plan your program of study for graduation, employment, or transfer. Your advisor assists you with registration, drop/add, withdrawal from courses or the College, and determine if all graduation requirements have been met. Get to know your advisor--he or she is a great resource person!

Curricular Program	***Advisor***
Air Conditioning, Heating, and Refrigeration Technology	J. Hutchinson
Architectural Technology	B. Hofler
Associate Degree Nursing	C. Morris
	B. Jordan
	J. Matthews
	M. Warren
	C. Askew
Automotive Systems Technology	J. Barrett
Business Administration	J. Horton
	N. Vegi
	S. Harrell
Carpentry	T. Hedspeth
College Transfer	C. Martin
	L. Alexander
	J. Clark
	L. Savage
	E. Storie
Cosmetology	R. Branch
	L. Holloman
Criminal Justice Technology	J. Drake
Developmental Education	B. White
Early Childhood Associate	E. Davis
	L. Griffin
Early Childhood Associate: Special Education Concentration	E. Davis
	L. Griffin
Environmental Science Technology	E. Storie
General Occupational Technology	
Pre-Nursing	C. Morris
	B. Jordan
	J. Matthews
	M. Warren
	C. Askew
Pre-Radiography	C. Morris
	K. Lee
Health Care Technology	A. Revelle
Health Unit Coordinator	C. Morris
Heavy Equipment and Transport Technology	C. Freeman
Human Services Technology	S. Honeycutt
Human Services Technology: Mental Health Concentration	S. Honeycutt
Industrial Maintenance Technology	J. Barrett
Information Systems	J. Chavis
	Z. Blount
Nursing Assistant	A. Revelle
Office Systems Technology	P. Owens
	W. Copeland
Welding Technology	J. Barrett

DATES TO REMEMBER & FINANCIAL AID

Fall Semester 1998

Pre-Registration	July 14, 15, 16
Registration	August 12, 13, 14, 17
Registration Ends	August 17
First Class Day	August 17
Add Period Ends	August 19
College Closed for Labor Day	September 7
Classes Resume	September 8
Fall Break--No Classes	October 12, 13, 14
Last Day to Drop Without Penalty	October 26
College Closed for Thanksgiving	November 26, 27
Classes Resume	November 30
Last Class Day	December 9
Reading Day--No Classes/Study Day	December 10
Final Exams	December 11, 14, 15
Semester Ends	December 15
Grade Reports Due 12 Noon	December 16
College Closed for Christmas/New Year's	December 21-January 1
College Reopens	January 4

Spring Semester 1999

Pre-Registration	December 1, 2, 3
Registration	January 6, 7, 8, 11
Registration Ends	January 11
First Class Day	January 11
Add Period Ends	January 13
College Closed for Martin L. King Jr. Day	January 18
Classes Resume	January 19
Last Day to Drop Without Penalty	March 22
College Closed for Easter	April 2, 5
College Reopens	April 6
Spring Break--No Classes	April 6, 7, 8, 9
Classes Resume	April 12
Last Class Day	May 6
Reading Day--No Classes/Study Day	May 7
Final Exams	May 10, 11, 12
Semester Ends	May 12
Grade Reports Due 12 Noon	May 13
Graduation	May 13

Summer Term 1999

Pre-Registration	April 19, 20, 21
Registration	May 19, 20, 24
Registration Ends	May 24
First Class Day	May 24
Add Period Ends	May 26
College Closed for Memorial Day	May 31
Classes Resume	June 1
Last Day to Drop Without Penalty	June 28
College Closed for July 4th	July 5
College Reopens	July 6
Summer Break--No Classes	July 6, 7, 8
Classes Resume	July 12
Last Class Day	July 26
Final Exams	July 27, 28, 29
Term Ends	July 29
Grade Reports Due 12 Noon	August 2

Financial Aid

The College attempts to assist students in meeting their financial needs for education. Qualifications for financial aid are determined from the results of a completed federal student aid application. Types of aid include:

Grants and scholarships. These forms of aid are considered "gift" aid, as no work or repayment obligations are required. For scholarships, however, specific eligibility criteria must be met, such as scholastic achievement, participation in outside/community activities, and demonstrated leadership potential.

Loans. There are two types of loans: long-term and short-term. Long-term loans must be repaid whenever enrollment status drops below half-time (less than six credit hours). Short-term loans are made directly by the College and normally must be repaid within 90 days of the date the loan was made.

Federal work-study. This program provides an opportunity to earn money through part-time employment with the College. The type of work and working hours vary.

WHO TO ASK

Questions About.....	*Ask*.....	*In*.....
Absences	Instructor	His/Her Office
Academic Advising	Advisor	His/Her Office
Academic Counseling	Advisor	His/Her Office
	Counselor	SDS/Student Support Srvcs.
Academics	Dean of Instruction	Jernigan 108
Admissions	Counselor	SDS
Athletics	Student Activities Coordinator	Freeman Building
Books & Supplies	Bookstore Operator	Jernigan 111
Bulletin Boards	Staff	SDS
Career Services	Counselor	SDS
Changing Courses	Counselor or Registrar	SDS
Changing Majors	Counselor or Registrar	SDS
	Previous Advisor	His/Her Office
	Financial Aid Officer	Jernigan 109
College Work-Study	Financial Aid Officer	Jernigan 109
Counseling Services	Counselor	SDS/Student Support Services
Emergencies (accidents)	Business Manager	Jernigan 104
	Counselor	SDS
Financial Aid	Financial Aid Officer	Jernigan 109
First Aid	Staff	SDS
Housing	Dean	SDS
Learning Resources Center	LRC Staff	Jernigan 100
Loans	Student Loan Coordinator	Jernigan 109
Parking Permits	Cashier	Jernigan 104
Parking Problems	Business Manager	Jernigan 104
Readmission	Counselor	SDS
Registration	Registrar	SDS
Schedule of Classes	Staff	SDS
Scheduling Events	Student Activities Coordinator	Freeman Building
Selling, Peddling, Solicitation	Business Manager	Jernigan 104
Special Needs/Disabled Students	Dean or Counselor	SDS
Student Government Association	Student Activities Coordinator	Freeman Building
Student Publications	Dean	SDS
Study Skills	Counselor, Instructor, and Tutor Coordinator	Student Support Services
Testing	Assessment Coordinator	Old Small Business Center
Transcripts	Registrar	SDS
Tuition Deferment	Dean	SDS
Tutoring	Student Support Services	Jernigan 107
Tuition & Fees	Registrar	SDS
Veterans Affairs	Veterans Affairs Officer	SDS
Withdrawal from Classes	Instructor & Advisor	His/Her Office
	Counselor & Registrar	SDS

Administrators

President	Dr. Harold E. Mitchell
Dean of Instruction	Dr. William J. Peele
Dean of SDS	Bettie B. Hall
Dean of Institutional Advancement	Johnna L. Everett
Dean of Continuing Education	Brewster W. Brown
Business Manager	John L. Henderson

Student Development Services

Counselor	Jodi Aerts
Student Activities Coordinator	Irma Bond
Secretary	Diane Boone
Registrar	Mary Lou Byrum
Director of Admissions/Counselor	Sandra Copeland
Testing Technical Assistant	Poteca Chamblee
Student Loans/Child Care Coordinator	Ethelene Custis
Assistant Financial Aid Officer	Gayle Deanes
Information Processing Specialist	Cara Edwards
Basic Skills Counselor/ Assessment Coordinator	Diane Kimbrough
Recruiter/Veterans Affairs Officer	Harold Murrill
Financial Aid Officer	Phyllis Parker

Student Support Services

Director	Lorraine Mitchell
Counselor	Yvonne Taylor
Instructor/Tutor Coordinator	Janice Howell
Secretary	Sandra Long

Business Office

Controller	Julia Brown
Accounts Payable/Support Specialist	Cathy Earley
Receptionist	Connie Gunnells
Purchasing Agent	Ann Hughes
Cashier	Kim Norries
Bookstore Operator/Support Clerk	Cynthia Ruffin

Learning Resources Center

Director	Peggy Lefler
Librarian	Barbara Glick
Alternative Learning Services Chair	Barbara Kerns
Technical Assistant	Mildred Gatling

REGISTRATION

Registration

Follow the steps listed below to make registration relatively quick and easy (see academic calendar for actual dates).

- ✗ Meet with your advisor to complete registration form (veterans benefits recipients see Veterans Affairs Officer first).
- ✗ Have registration form approved by advisor and Dean of SDS.
- ✗ Present registration form to Registrar.
- ✗ Obtain necessary forms from Financial Aid Office personnel (if receiving financial aid).
- ✗ Pay tuition and fees in Business Office and receive validated registration form.
- ✗ Pick up/validate ID card (serves as library card and costs $5 to replace).
- ✗ Present validated registration form to Veterans Affairs Officer (if veteran).
- ✗ Present validated registration form to instructors on first day of class.

Prerequisites

Some courses require prerequisites-a course that you must have already passed or approval of instructor. If you have not met the prerequisite requirement, you cannot take the course. Course prerequisites are listed under each course description in the College catalog.

Transfer Credit

Credits earned at another accredited institution in which at least a **C** was received will be accepted if appropriate to your program of study and if a comparable course is offered at the College.

Should you change programs, you will receive credit toward the new program of study if the credits previously earned are required for the new program.

Special Credit Students

Special credit students are students who register for one or more credit hours without declaring a major. These students may be exempt from taking the admissions test and from counseling. Up to 15 semester hours of credit can be taken before a major must be declared and all pre-admission requirements met. If a major is not declared by this time, audit credit will be received for all hours completed after the initial 15. **Note:** Admission into some courses requires placement testing.

TUITION & FEES

Tuition

Tuition is set by the NC State Board of Community Colleges and is subject to change without notice. Tuition is due at the time of registration, and students may not attend class until it is paid. Tuition is not charged to NC residents 65 or older.

Residence Classification for Tuition Purposes

Under North Carolina law (copies of which can be found in SDS), you qualify as a NC resident for tuition purposes if you have resided in NC as a legal resident for the 12 months immediately preceding enrollment, thereby being eligible for a tuition rate lower than that for a non-resident. Additional criteria may have to be met.

Concerns regarding this classification and/or subsequent changes should be directed to the Dean of SDS. Residency classification or reclassification may be appealed by following the College's student appeal procedure.

Activity Fee

A fee used to fund student activities is collected from all curricular students (except senior citizens) at the time of registration. The fee charged is based on the number of credit hours being taken.

1 to 5 credit hours	=	$ 6
6 or more credit hours	=	$12

Insurance Fee

Students are required to purchase accident insurance ($1.25 per semester) at the time of registration. The coverage is good for the current registered semester and is in effect while on campus or traveling to and from classes.

Transcript Fee

The first copy of your transcript is free; additional copies are $1 each. Transcripts will be provided within ten working days after receipt of the written request.

Transcripts will not be released if you owe the College money. The College will not fax a transcript to another school or business, nor will the College accept a facsimile transcript for official enrollment purposes.

August 1998

Experience is a hard teacher because she gives the test first, the lesson afterwards."
-Vernon Sanders Law

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 *First Day of Classes* *Last Day of Registration*	18	*Add Period Ends* 19 *Last Day to Charge in Bookstore*	20	21 *Financial Aid Recipients to Pick Up Attendance Sheets*	22
23	24	25	26	27 *Ice Cream Day*	28	29
30	31 *Attendance Sheets Due to Financial Aid Officer*					

Registration for Fall Semester -- August 12, 13, 14, and 17

ROANOKE-CHOWAN COMMUNITY COLLEGE

WELCOMES ALL NEW AND RETURNING STUDENTS.

PROCEDURES

Student Grievance Procedure

All students have the right to raise a complaint or lodge a grievance claim whenever they feel an injustice or unfair treatment has occurred. You can carry your grievance directly to the Dean of SDS or the President, or follow the steps listed below to insure that the grievance is given proper attention.

✓ a. Request a conference with your curricular advisor. If the advisor cannot solve the problem to your satisfaction...

✓ b. you will be taken to the curricular chairperson (if different than your advisor). If the curricular chairperson cannot solve the problem to your satisfaction....

✓ c. you will have a conference with an SDS counselor. If the counselor cannot solve the problem to your satisfaction...

✓ d. you will be referred to the Dean of SDS. If the Dean cannot solve the problem to your satisfaction...

✓ e. you will be taken to the College President and a hearing will be held. Following the hearing, the President will issue a ruling, which will be final, subject only to the your right of appeal to the Board of Trustees, and ultimately the courts.

Reinstatement Procedure

If you are dropped from a course and wish to be reinstated, you must submit a request for reinstatement form to the Dean of SDS (or designee) within one working day after returning to the College.

The Dean (or designee) investigates all available evidence and makes a decision within one working day of the request. This decision is recorded in Section II of the form. You then must fill out Section III. Copies of the form are given to you, the instructor, and the Registrar.

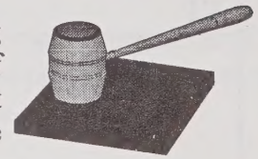
If you are absent a second time after reinstatement or fail to abide by any stated stipulation, you will be dropped with no further reinstatement consideration.

If denied reinstatement, you may follow the student appeal process. Attendance in the class under consideration is not allowed during the appeal process.

Student Appeal

If ever you are given notice of suspension or expulsion, you are entitled to procedural due process. Abide by the following procedure to appeal a decision.

- 1. Present, within five working days, in writing, the reasons for the appeal to the appropriate dean to ask for a Board of Review, which is appointed by the President.
- 2. The Board will hold a hearing within five working days of the receipt of your appeal. Either party can have counsel and/or witnesses heard.
- 3. The Board will determine the facts of your case based on the evidence presented, giving prime consideration to whether a school policy or law has been violated and whether you are the guilty party.
- 4. The charges will be reviewed as presented by the Dean and a written copy of the Board's findings will be given to the President (the final administrative authority) within five working days.
- 5. The President will issue a decision to uphold or reverse the Dean's decision and notify you within two working days of receipt of the Board's findings.
- 6. You will notify the President in writing requesting a hearing before the Board of Trustees if the appeal has not been resolved at this final step in the College's administrative process.



In all cases, suspension or expulsion will remain in effect throughout the appeal process.

For further information about any of the policies or procedures listed in this handbook, come to SDS.

September 1998

"Mi Taky Oyasin."
(We are all related.)
--Lakota Belief

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ***Pell Check Disbursement***	2	3	4 ***Last Day to File for SGA Office***	5
6	Labor Day 7 ***RCCC Closed***	8 ***Classes Resume***	9	10 ***Voting for SGA Officers September 10 and 11***	11	12
13	14 ***Substance Abuse Week Begins***	15 ***Coalition for Crime Prevention Program***	16	17	18	19
20	Rosh Hashanah 21	22	23	24	25 Hat Day 	26
27	28	29	Yom Kippur 30 ***Get Acquainted Party***			

GRADING POLICY AND OTHER IMPORTANT INFO

Grading Policy
At the end of each course for which you are registered, you will receive a final grade. Instructors determine final grades using the following system:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	60-69
F	Failure in performance	

***I** You will receive an **I** (Incomplete) when the work required has not been completed for reasons beyond your control. An **I** must be removed by the last day of the add period of the next semester or the **I** will automatically become an **F**. If an **I** is received, you cannot re-enroll in the course.

***NE** You will receive an **NE** (Never Entered) when you officially register for a class and never attend. **NE** will be non-punitive and will not affect your quality points. **NE** will be reported by instructors on the 10% attendance roster and posted to your academic transcript at that time.

***AU** You will receive an **AU** when you audit a course (attend classes without taking tests or receiving credit) or repeat a course in which a grade of **C** or higher was earned. If you wish to audit a course, you must submit a completed admissions application to the Admissions Office, follow regular registration procedures, attend classes regularly, participate in class activities, and abide by all other college regulations. An audit course cannot be changed to credit nor can a credit course be changed to audit after the deadline for dropping a course without penalty. You may repeat the course for credit; however, you may audit the course only once. The hours of an audited course will be counted as part of a student's load and will be subject to overload restrictions. The **AU** will not be converted to a letter grade.

***W** You will receive a **W** when you officially withdraw (nonattendance is not an official withdrawal) from a course before the 60 percent point of the course. After this point, if you fail to complete course requirements, you receive an **F**. In the event that you must withdraw beyond the 60 percent point because of extenuating circumstances beyond your control, you could petition the appropriate curricular divisional director for a **W**.

***CE** You will receive a **CE** when you successfully complete a proficiency examination. This exam can be taken only with permission from the appropriate department chairperson and must be taken before the end of the add period. This grade is awarded for credit hours only (when you score at least an 80); regular registration procedures and tuition rates apply for all courses attempted by proficiency exam.

*These grades do not affect your quality points and are not computed in your grade-point average.

Course Make-Up Work
Instructors may establish procedures for make-up work.

Repeating Courses
You may repeat a course for credit if a grade of **D** or **F** was earned, and only under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans benefits recipients will not receive assistance or benefits for repeating courses in which they have received a **D** grade unless required by the academic department.

Change of Program
If you decide to change programs of study, you must file a program change form (available in SDS) with the Registrar, who will recalculate your GPA on the basis of the new program.

Change of Name/Address
If you move, change your phone number, or change your name at any time, come to the Registrar's Office to complete a student status change form. You must present legal documentation such as a court order, marriage license, or divorce decree to change your name on student records.

Refunds
If you withdraw from classes, you may be eligible for a tuition refund. Refunds, however, are not automatic; they must be requested directly by you to SDS. There is a tuition refund form that must be completed before any refund will be considered.

Attention Pell Grant Recipients

Please be aware that if you do not successfully complete 67 percent of all credit hours you attempt within 150 percent of the initial length of the program, you may lose your aid and be subject to paying it back.

October 1998

"You cannot become what you need to be by remaining what you are." -Unknown

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 ***Begin Preparing for Christmas Parade*** ***Volunteers Needed***	6	7	8	9 ***Logo Day Wear Something With RCCC Logo On It***	10
11	Columbus Day Observed 12	13	14	15	16 ***Tacky Day***	17
18	19	20	21 ***Speaker from Safe House***	22 ***Hypnotist Rick Aims***	23	24
25	26 ***Last Day to Drop Without Penalty***	27	28 GHOSTWALK	29	30 HALLOWEEN COSTUME CONTEST	Halloween 31

Fall Break -- No Classes October 12, 13, and 14

SGA Conference in Greensboro October 23, 24, and 25

COMPUTING YOUR GRADE-POINT AVERAGE

Computation of Grade-Point Average (GPA)
Each course is measured in semester hours (the number of hours of credit received for completing a particular class). Contact hours are the actual number of hours spent in a class per week.

Every grade, **A - F**, given is assigned a number or grade points.

Grade		Grade Points	Grade		Grade Points
A	=	4	D	=	1
B	=	3	F	=	0
C	=	2			

Example:

Step 1 Add the number of credit hours your are taking.

Courses	*Credit Hours*
BUS 110	3
ENG 111	3
ENG 111A	1
ACC 121	4
MAT 070	4
HIS 124	3

18 Total Credit Hours

Step 2 Assign each credit hour the proper number of grade points according to you final grades.

Grade Earned	*Credit Hours*	*Grade Points*	
A	3	=	4
B	3	=	3
C	1	=	2
B	4	=	3
B	4	=	3
D	3	=	1

Step 3 Multiply your credit hours times the grade points for each course. This will give you the quality points for each course.

Credit Hours	*Grade Points*	*Quality Points*	
3	4	=	12
3	3	=	9
1	2	=	2
4	3	=	12
4	3	=	12
3	1	=	3

50 Total Quality Points

Step 4 Divide the total quality points by total credit hours and you have your GPA.

$$50 \div 18 = 2.78 \text{ (GPA)}$$

Minimum Academic Requirements
A GPA of 2.00 for work taken at the College is required for graduation. The minimum cumulative GPA for remaining in good standing is shown below.

Attempted Credit Hours	*Diploma*	*Degree*
1-15	1.50	1.50
16-27	1.65	1.65
28-39	1.80	1.80
40-53	2.00	1.95
53+	2.00	2.00

Academic Warning
If you fail to maintain the minimum academic requirements, you will be placed on academic warning for the next semester (will not be allowed to pre-register and allowed to enroll in only nine semester hours). Should this happen, you will receive written notification from the Director of Admissions/Counselor, and you will have to see your advisor before registering again.

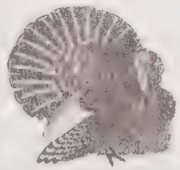
Academic Probation
Should you fail to re-establish the required average by the end of the academic warning semester, you will then be placed on academic probation and referred to a counselor. In this instance, you are considered to be making unsatisfactory progress and, therefore, not eligible for financial aid. Student status is calculated each semester for all full- and part-time financial aid students. Students on academic probation will be permitted to enroll in only six semester hours during the probation semester.

Academic Honors
Full-time students who maintain high academic standards are recognized each semester through the President's List or the Dean's List. These lists are posted around campus (efforts are made to publish in a newspaper in student's hometown).

The President's List requires a GPA of 4.0 (all **A**s); the Dean's List, 3.25 or better (no grade below a **B**). Both lists require that students complete at least 12 credit hours, none of which include courses numbered 100 or lower, and have no **I** grades.

November 1998

"With every rising of the sun, think of your life as just begun."
- Ella Wheeler Wilcox

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	Election Day 3 ***Red Cross Bloodmobile***	4 ***Popcorn Day*** 	5	6	7
8	9	10	Veterans Day 11	12	13	14
15 ***American Education Week Novmeber 15-21***	16	17	18	19	20 ***Gong Show***	21
22	23	24	25	Thanksgiving Day 26  ***RCCC Closed for Thanksgiving Holiday November 26 and 27***	27	28
29	30 ***Classes Resume*** ***Begin Decorating Doors for Contest Judging***					

THINGS YOU NEED TO KNOW ABOUT....

Communicable Diseases

Persons infected with a communicable disease will not be excluded from enrollment or restricted in access to college facilities or services, unless medically-based judgements deem it necessary to the welfare of that person or to the welfare of other persons.

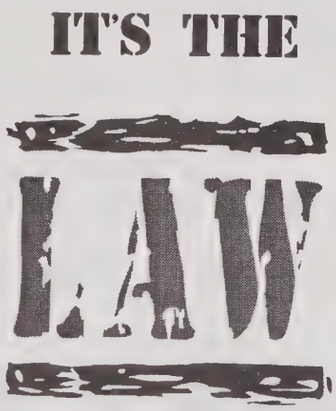
Communicable diseases include, but are not limited to: chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, AIDS, AIDS-Related Complex, and sero-positive to AIDS virus.

If you know you are infected with a communicable disease, you are to share this information, confidentially, with the Dean of SDS or appropriate administrator. If you know or suspect you have a communicable disease, you are expected to seek expert advice about your health circumstances. You are ethically and legally obligated to conduct yourself responsibly for the protection of other members of the community.

Weapons on Campus

Weapons are not allowed on campus. North Carolina General Statute 14-269.2 "Weapons on campus or other educational property," states that

- ✗ to possess or carry, openly or concealed, any gun, rifle, pistol, or other firearm on educational property is a Class I felony.
- ✗ to cause, encourage, or aid a minor to possess or carry any firearm, openly or concealed, on educational property is a Class I felony.
- ✗ to possess or carry, openly or concealed, any BB gun, stun gun, air-rifle, Bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, razors or razor blades (except for personal shaving) on educational property is a Class I misdemeanor.



The College will enforce appropriate charges, both college and criminal, against any person found possessing a weapon if the weapon is not being used for college instructional courses.

Drugs and Alcohol

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited on college premises or as part of any college-sponsored activity. Students violating this rule will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. They also may be required to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.

Students convicted for violation of any federal, state, or local crime drug statute must inform the College within three days after the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any state or federal court. Students convicted of violating any alcoholic beverage control statute also must inform the College within three days.

The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V. Chapter 90 of the North Carolina General Statutes. These drugs generally have a high potential for abuse and include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.

The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the North Carolina General Statutes.

Student Conduct

Students are expected to conduct themselves with honor and exhibit standards of responsible citizenship. Any student who impairs, impedes, or disrupts the legal missions, processes, or functions of the College may be subject to suspension or expulsion from the College, and in some cases, referred to civil authorities.

Identification Cards

The ID card is your means of identification for library privileges, athletic events, financial aid awards, and any other college function or service you may be entitled to as students. There is a $5 charge to replace any lost or mutilated card, and you are liable for all obligations incurred by the use of this card. PROTECT IT! Upon graduation, withdrawal, or dismissal from the College, your ID card must be turned in to SDS.

December 1998

"The best way to predict the future is to invent it."
- Alan Kay

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ***Spring Semester Preregistration -- December 1, 2, and 3***	2	3	4 ***Ornaments of Love Begins*** ***Christmas Tree To Be Put Up***	5
6	7	8	9 ***Last Day of Classes*** ***Christmas Buffet***	10 ***Reading Day No Classes***	11 ***Final Exams***	12
13	First Day of Hanukkah 14 ***Final Exams***	15 ***Semester Ends***	16	17	18	19
20	21	22	23	24 ***RCCC Will Be Closed From December 21 through January 3***	Christmas Day 25	26
27	28	29 ***Have a safe and happy holiday break!***	30	31		

MORE THINGS YOU NEED TO KNOW ABOUT...

Crime Awareness and Campus Security Act of 1990

The College recognizes the importance of a safe and secure campus environment and is committed to providing adequate and appropriate means to ensure the well-being of all students, faculty, staff, and visitors.

The College makes a concerted effort to address crime awareness annually in employee and student orientations, in employee and student publications, and in seminars sponsored by SDS.

Faculty, staff, and students play a major role in the success of crime prevention programs by taking individual precautionary steps to avoid becoming a crime victim, as well as by working together as a campus community.

Only authorized personnel have access to college facilities after regular hours of operation. Written requests for use of college facilities during non-operating hours must be submitted to the Business Manager at least one week prior to the date needed.

Known or suspected violations of federal and state laws occurring on campus should be reported to the Business Manager. Criminal incidents occurring at off-campus, college-sponsored activities should be reported to the law enforcement agency having jurisdiction and then to the Business Manager.

Campus security is comprised of authorized deputy sheriffs of Hertford County and non-sworn employees without authority granted by NCGS 74-A. These personnel receive support from local, county, and state agencies having jurisdiction.

As required by the provisions of the Crime Awareness and Campus Safety Security Act of 1990, the following statistics are provided for your information.

	Academic Year		
Offenses Reported	**95-96**	**96-97**	**97-98**
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	7	2
Motor Vehicle Theft	0	1	0
Arrests Initiated for the Following:			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

Student Right-to-Know

As required by Public Law 101-542, "Student Right-to-Know," the College maintains information concerning completion and graduation rates. Come to SDS for more information.

Access to Records

All student records (records maintained by any unit of the College) can be examined and/or challenged by any currently enrolled student 18 years or older and parent(s) of a current dependent student or student younger than 18. Confidential records, such as records created by an individual staff member for member's eyes only, those of counselors and financial records of parents, are excluded and not open to students or parents.

Other than directory information (student's name, address, telephone, program of study, participation in official activities, awards, and degrees), student records may not be released without written consent of the student or parent of a minor. Records subpoenaed by the legal authorities will be released only when the student or parent is notified.

If you do not want directory information released, you must make the request in writing. Come by SDS for assistance.

Lost and Found

All personal items found or lost on campus should be reported to SDS. Items turned in may be claimed upon proper demonstration of ownership.

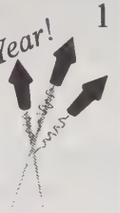
Telephone Calls and Usage

Students cannot receive telephone calls or messages, except in cases of emergency. In these cases, every effort will be made to relay information to the appropriate person. Regularly check classroom doors and the bulletin board near the Business Office for messages.

Pay telephones are located in the student lounge of the Jernigan Building, the lounge in the Freeland Building, and in the main entrance of the Young Building.

January 1999

"In the middle of difficulty lies opportunity."
- Albert Einstein

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					New Year's Day 1 	2
3	4 ***RCCC Reopens***	5	6 ***Spring Semester Registration -- January 6, 7, 8, and 11***	7	8	9
10	11 ***First Day of Classes*** ***Last Day of Registration***	12	***Add Period Ends*** 13 ***Last Day to Charge in Bookstore***	14	***Financial Aid Recipients to Pick Up Attendance Sheets*** 15	16
17	Martin Luther King, Jr. Day Observed 18 ***RCCC Closed***	19 ***Classes Resume***	20	21	22 ***Popcorn Day***	23
24	25 ***Attendance Sheets Due to Financial Aid Officer***	26 ***Pell Check Disbursement***	27	28	29 ***Gong Show***	30
31						

EVEN MORE THINGS YOU NEED TO KNOW ABOUT...

Student Classification and Status
Students having completed less than 30 semester hours of credit are classified as freshmen and as a sophomores when they complete 30 or more credit hours.

You are considered full-time when you carry 12 or more credit hours a semester (9 hours in the summer), part-time when carrying less than 12 credit hours a semester.

The maximum course load for fall and spring semesters is 19 credit hours. Overload hours will require special permission from the division director before the registration form will be processed. Appeals may be made to the Dean of Instruction.

Student Government Association
The purpose of the Student Government Association (SGA) is to represent students' ideas and concerns to the administration, faculty, and staff. It also sponsors dances, cookouts, talent shows, field days, movies, intramural sports, and more. They are fun -- so listen and look for announcements of activities and join in.

New Clubs/Organizations
The SGA grants charters to all RCCC clubs or organizations. In order for a club or organization to be recognized and chartered, it must formulate a constitution and bylaws containing the following:

- ✓ objective of the club or organization and criteria for membership. Membership shall not be denied an individual on the basis of race, color, religion, age, sex, disability, national origin, or political affiliation
- ✓ proposed officers and their duties, dues, fees, assessments, etc.

For more information, consult the SGA Constitution, which is located at the back of this handbook.

Emergency Situations
In case of fire emergency or drill (which is signaled by a constant ringing of the fire bell system), do the following:

- ✓ close classroom windows and doors
- ✓ evacuate the building using the nearest fire exit from any room
- ✓ evacuate in a quiet, orderly fashion (single file--no running or pushing)
- ✓ move and remain at least 200 feet from the building

In case of a tornado (a tornado warning will be announced on the public address system), do the following:

- ✓ open as many windows in the exterior wall as practical
- ✓ relocate to areas offering the greatest tornado resistance, such as interior classroom, halls, or vaults
- ✓ sit on the floor with backs to corridor walls or glass areas. Coats and jackets should be used to cover head, arms, legs, as to reduce injuries from flying glass and other debris

Inclement Weather
In case of bad weather conditions, listen to the following radio and television stations to see if the College will be closed or late in opening.

Radio Stations:
Ahoskie-WRCS-AM 970
WQDK-FM 99.3
Murfreesboro-WDLZ-AM 1080
WWDR-FM 98.3
Windsor-WDRP-FM 98.9
Edenton-WZBO-AM/FM 102.5
Elizabeth City-WMYK-FM 94

Television Stations:
Norfolk-WTKR Channel 3
Portsmouth-WAVY Channel 10
Washington - WITN Channel 7
Greenville-WNCT Channel 9

If early dismissal is necessary, due to worsening weather conditions, an announcement will be made on the College's intercom system and the radio and television stations listed.

Remember: Tune in to the above stations for announcements. If no announcement is made, assume the College will operate on a normal schedule. Do not call the stations or the College. Other public and private school closings in Hertford and surrounding counties do not mean that RCCC will close.

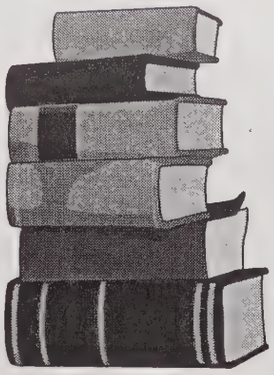
February 1999

"True love comes quietly, without banners or flashing lights. If you hear bells, get your ears checked." - Erich Segal

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Black History Month	1 ***Cultural Enrichment Week Begins***	2	3	4	5 ***Last Day to Register for Mr. & Ms. RCCC***	6
7	8	9	10 ***Voting for Mr. and Ms. RCCC February 10 and 11***	11	Lincoln's Birthday 12 ***Valentine's Dance***	13
Valentine's Day 14	Presidents' Day 15 ***Wellness Week Begins***	16	Ash Wednesday 17	18	19	20
21	Washington's Birthday 22	23	24 ***Black History Program***	25	26	27
28						

STILL MORE THINGS YOU NEED TO KNOW ABOUT...

Learning Resources Center



The Learning Resources Center (LRC) is one place with which you need to become familiar. It has many resources and services to help you during your educational studies. Located in the middle of the Jernigan Building, the LRC consists of the library, the alternative learning center, the computer-assisted instruction lab, and the audiovisual department. Open from 7:30 a.m. until 9:30 p.m. Monday through Thursday, and 7:30 a.m. until 4 p.m. on Friday, excluding summer months when the College operates on a four-day week, the LRC is closed at nights during semester breaks. Remember to bring your student ID card--you'll need it to check out materials.

Attendance

The College considers regular class attendance and promptness important to good scholarship. Instructors who have students experiencing attendance problems are encouraged to refer these students to one of the counselors in SDS.

Absences from class do not relieve you of meeting all the requirements of the course. Regardless of the reason, when you accumulate absences totaling 15 percent of the instructional hours, the instructor can drop you from the course. Being late three times also will be recorded as one hour of the absentee limit for that course. If you choose not to attend a class, you must process a drop form in the Registrar's Office.

If you are dropped for excessive absences, you may seek reinstatement by completing a request for reinstatement form, copies of which are maintained in SDS.

Withdrawal from the College

If you decide to leave the College, see your advisor first. Please just don't stop going to class-- this could get you **F**s. It only takes a few minutes to obtain the proper forms from your advisor or SDS, and it will prevent problems for you later.

Drop a Course/Add a Course

You can add courses from the first day of registration through the third day of classes. Courses can be dropped without penalty through the 60 percent point of classes (see academic calendar for exact dates). The procedure for adding or dropping a course is given below.

- ✓ Obtain a drop/add form from SDS.
- ✓ Complete the form, have appropriate instructor(s) initial the form, and record your last date of attendance for each class you are dropping.
- ✓ Get advisor to sign the form.
- ✓ Submit the form to the Registrar's Office for processing.
- ✓ Take the validated form to the Business Office to make additional payment (if required) or pick up your revised registration form, or both.
- ✓ Complete an application for refund of tuition if you are due a refund.

Graduation

Annual graduation exercises are held at the end of the spring semester regardless of when you complete your graduation requirements. All graduates are encouraged to participate and to invite guests. A $30 graduation fee is required and covers the cost of cap and gown, the award earned, and ten invitations. Extra invitations can be purchased from the Registrar. Additional degrees, diplomas, or certificates earned cost $5.

To participate in graduation exercises, you must satisfy all course requirements within your program with the required standards, file a completed application for graduation in the Registrar's Office, pay the graduation fee, satisfy all financial obligations, and attend graduation rehearsal. Important information regarding graduation will be posted on bulletin boards and the electronic display. Students not participating in the graduation ceremony must pay a $3 postage fee for their award to be mailed to them.

March 1999

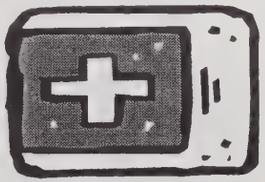
"One sign of maturity is the ability to be comfortable with people who are not like us."
-Virgil A. Kraft

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ***Coed Softball Practice Begins***	2	3	4	5	6
7	8	9	10 ***Open House***	11	12	13
14	15	16	St. Patrick's Day 17 	18	19 ***Hair and Fashion Show***	20
21	22 ***Last Day to Drop Without Penalty***	23	24 ***Career Day***	25	26 ***SGA Spring Conference March 26, 27, and 28***	27
Palm Sunday 28	29	30	31 ***Spring Party***			

CAMPUS SERVICES

Housing
No housing facilities are available on campus. For housing facilities information, contact SDS.

Health Services
The College has no facilities or personnel for medical treatment. A first aid kit is maintained in SDS for minor first aid. All injuries and accidents should be reported to SDS and to the Business Office. Medical services are available at Roanoke-Chowan Hospital in Ahoskie.



Bookstore (Jernigan 111)
The Bookstore sells the books, supplies, and RCCC apparel you will need while at the College.

Check with your instructors before buying your books. Also, a completed book form is required when purchasing books. Returns will not be accepted after the tenth day of class. You'll need receipts or other purchase documentation for returns! Operating hours are posted on the door.

Notary Services
If you are in need of notary services, see Julia Brown in the Business Office.

Food Services
Hot meals, etc. are available in the Jernigan Building student lounge. Vending machines are located in the lounges of the Jernigan and Freeland Buildings and in the lobby of the Young Building.

Americans with Disabilities Act
The College fully supports the Americans with Disabilities Act and is committed to providing a barrier-free learning environment in order for disabled students to achieve and maintain their maximum learning potential.

If you have a special need, contact SDS. In addition, talk to your instructor so that classroom modification or other accommodations can be made. There are designated parking spaces for the disabled located conveniently near each building.

Counseling
Counselors are located in Rooms C and D in SDS, and are available to assist students with any academic, career, or personal concerns. Appointments are not necessary in order to speak with a counselor, but you may make one if you wish. Counseling sessions are confidential, and, if more intensive counseling is required, counselors will help with appropriate referrals.

Veterans Assistance
Veterans and eligible dependents in any curricular program at the College may qualify for benefits from the Veterans Administration, Title 38, United States Code. Services, such as advising, VA benefit information, and assistance with Regional Office inquiries are provided. Contact the Veterans Affairs Officer in Room B in SDS for more information.

Student Support Services (SSS)
A federally funded program, Student Support Services assists students who are experiencing academic problems and other difficulties which may prevent them from remaining in the College. The program offers services, such as peer/paraprofessional tutoring; personal, academic, career, and transfer counseling; peer mentoring; and a study skills course ACA 118. Students who test into English 070 on the admissions test must enroll in ACA 118.

Also, SSS sponsors seminars which all students may attend. Seminar topics include test-taking skills, note-taking skills, stress management, time-management, and career planning.

For more information, stop by the SSS Office (Jernigan 107B).

Let us help you climb the ladder to college success.

Entertainment
The Jernigan Building student lounge is open to all students. Video games, ping pong, and television are available for your enjoyment.

Newsbreak
Newsbreak, student newsletter published each semester, contains important information students need to know. Pick up your free copy in SDS.

April 1999

"There is no they, only us"
- Graffiti

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Passover 1	Good Friday 2 ***RCCC Closed for Easter***	3
Easter 4	5 ***RCCC Closed for Easter***	6 ***RCCC Reopens***	7 ***Spring Break -- April 6, 7, 8, and 9 -- No Classes***	8	9	10
11	12 ***Classes Resume***	13	***Spring Jubilee*** 14 	15	16 ***Student versus Employee Softball Game***	17
18 ***Secretaries Week***	19 ***Summer Term Pre-registration April 19, 20, and 21***	20	Secretaries Day 21	22	23	24
25	26	27	28	29 ***SGA Awards Banquet***	30	

WHAT TO DO

You should

- ☺ Read the notices and announcements on the bulletin boards and note all announcements made over the PA system; you are responsible for all information relayed by these means.
- ☺ Smoke only in designated areas and outdoors; smoking is not permitted in classrooms, labs, hallways, restrooms, or the auditorium.
- ☺ Park only in areas designated "Student Parking."
- ☺ Adhere to the 10 mph speed limit while driving on campus.
- ☺ Obtain a parking permit from the Business Office. The first permit is free; additional permits available at a small cost.
- ☺ Report sexual harassment claims to Dean of SDS. Complaints of sexual harassment are resolved through the student grievance procedure with a grievance officer appointed by the College President.
- ☺ Attend class regularly.
- ☺ Make use of all trash cans on campus; it gets messy if you don't.

WHAT NOT TO DO

You should not

- ☹ Bring food or drinks into class or the LRC. Please keep food and drinks in the student lounge or outside.
- ☹ Lose, damage, destroy, or sell school property.
- ☹ Bring weapons to campus.
- ☹ Bring children to campus.
- ☹ Bring drugs or alcoholic beverages on campus or come on campus while under the influence of either.
- ☹ Stop going to class if you wish to drop a class. Remember to process a drop form with the Registrar's Office.
- ☹ Give the College's phone number to either friends or business associates to use as a contact phone number.
- ☹ Curse, fight, steal, or gamble.
- ☹ Engage in disruptive activities, such as unlawful protests or demonstrations.

Violations of the above could result in disciplinary action, including suspension or expulsion from the College or referral to civil authorities.

May 1999

"We become the change we want to see."
- Mahatma Gandhi

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 ***Last Day of Classes***	7 ***Reading Day No Classes***	8
Mother's Day 9	10 ***Final Exams -- May 10, 11, and 12***	11	12 ***Semester Ends***	13 	14	15
16	17	18	19 ***Summer Term Registration May 19, 20, and 24***	20	21	22
23	24 ***First Day of Classes*** ***Last Day of Registration***	25	26 ***Add Period Ends***	27	28	29
30	Memorial Day 31 ***RCCC Closed***					

COMMUNITY RESOURCES

Social Services Agencies (provide various services, including adoptions, family planning, foster care for children, health support, protective services for children/adults, child day care, foster care for adults, assistance for the blind, etc.) Counties:
Bertie - 794-5320 Hertford - 358-7830

Choanoke-Area Development Association (CADA) provides assistance with housing, clothing, etc. Counties: Bertie - 794-3107 Hertford - 398-4131

Aid for Dependent Children (AFDC)

M-AD (medical assistance for persons under 65 years of age who are receiving disability benefits)

M-AA (medical assistance for persons over 65 years of age)

M-AB (medical assistance for persons who are blind or partially blind)

S-AA & S-AD (special assistance to adults to pay for cost of care in rest home or family care home)

AFDC-FA (financial assistance for families with dependent children to aid in emergencies, such as being evicted)

LIEAP (Low Income Energy Assistance Program)

CIP (Crisis Intervention Program - funds in assisting in heating/cooling in emergency situations)

Food Stamps (supplements household monthly resources by providing food vouchers)
Counties: Bertie - 794-5320 Gates - 357-0075 or 357-1748
Hertford - 358-7830 or 358-7825 Northampton - 534-5811

Ahoskie Child Support Enforcement Office (provides assistance in securing child support payments) - 332-2913.

Choanoke Public Transportation (provides bus service)
Counties: Bertie, Hertford, and Northampton - 539-2022

Low-Cost Housing
Roanoke-Chowan Regional Housing - 537-1051 or 358-3467
Ahoskie Housing Authority - 332-4104
Woodland Housing Project - 587-6401

Wiccacon House (residential program for substance abusers) 356-2938
Crisis Line (responds to psychiatric emergency situations 24 hours a day) 332-4442

Welcome Wagon (assistance to new residents of Hertford County) 332-2001

Roanoke-Chowan Human Services (provides treatment of mental health, mental retardation and developmental disabilities, and substance abuse) Counties:
Bertie - 794-2895 Hertford - 332-4137
Gates - 357-0237 Northampton - 534-5111

Roanoke-Chowan Safe (emergency services for abused women and children) 332-1933 or 1-800-669-1933

Social Security Administration (financial and medical assistance for eligible individuals) 332-3413

Disability Hotline (information about social security disability benefits or supplemental security income) 1-800-638-6810

Vocational Rehabilitation (financial assistance to disabled persons for educational/vocational training) Ahoskie - 332-4006 Windsor - 794-9175

Employment Security Commission - Job Referral
Counties: Bertie - 792-7816 Hertford - 332-5016

Center for Women's Economic Alternatives (assistance regarding work-related problems such as discrimination, hazardous working conditions, etc.) 332-4179

Legal Services for the Coastal Plains (provides legal assistance) 332-5124

Health Departments (provide services such as immunizations, screening for high blood pressure and diabetes, eye clinic, family planning, sexually transmitted disease screening and treatment, etc.)
Counties: Ahoskie - 332-5676 Murfreesboro - 398-4139
Winton - 358-7833 Windsor - 794-5322
Jackson - 534-5841 Woodland - 587-6611
Gates - 357-1380

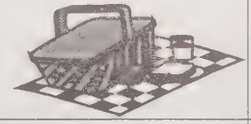
Home Health Agency (short-term skilled care and support services to patients in the comfort of their own home) Counties: Bertie - 794-9253 & 794-5323
Hertford - 358-7835 Northampton - 534-5841

Roanoke-Chowan Hospice (services to terminally ill persons and their families) - 332-3392

Council on Aging (services and assistance for senior citizens) Counties:
Bertie - 794-2028 Hertford - 358-7856

June 1999

"The beginning is the most important part of the work."
- Plato, The Republic

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ***Classes Resume***	2	3	4	5
6	7	8	9 ***Ice Cream Treat Day***	10	11	12
13	Flag Day 14 	15	16	17 ***Popcorn Day***	18	19
Father's Day 20	21	22	23	***Merchants Millpond Picnic*** 24 	25	26
27	28 ***Last Day to Drop Without Penalty***	29	30			

MORE RESOURCES

Schools

Ahoskie
Ahoskie Graded School - 332-2588 Hertford County High School - 332-4096
Ridgecroft School - 332-2964 Robert L. Vann School - 332-2335
Ahoskie Freewill Baptist Church Christian School and Daycare - 332-2764

Aulander
Aulander Elementary School - 345-3211

Colerain
Colerain Elementary School - 356-4714

Conway
Conway Middle School - 585-0312 Northampton-East High School - 585-0627
Willis Hare Elementary School - 585-1900 or 585-0054

Gatesville
Buckland School - 357-1611 Central Junior High School - 357-0470
Gates County High School - 357-0720 Gates Christian School - 357-1753
Gatesville Elementary School - 357-0613

Murfreesboro
Hertford County Middle School - 398-4091
Riverview Elementary School - 398-4862 / 398-3000

Pendleton
Willis Hare Elementary School - 585-1900

Powellsville
Charles G. White - 332-2491

Rich Square
Rich Square Elementary School - 593-2937
Northeast Academy Christian School, Inc. - 539-2461

Windsor
Askewville Elementary School - 794-3743 Bertie High School - 794-3034
South Western Elementary School - 794-235
Windsor Elementary School - 794-5221

Winton
Calvin S. Brown Elementary School - 358-3671

Public Child Care Centers

Hertford County
Ahoskie Free Will Baptist Church - 332-2764
Ahoskie United Methodist Church - 332-6373
Arkland Child Development Center - 398-3150
Little People's University - 398-3487
Noah's Ark Day Care - 332-4711 / 332-4766

Bertie County
Powellsville Recreation & Civic Day Care - 332-2176
Happyland Child Care Center, Inc.
Headstart - 794-5519
Little Moses Private Care - 348-2995
Charity Day Care - 345-1004

Northampton County
Little Angels - 585-1576
Community Action Day Care - 539-2097
Rich Square Child Development Center - 539-2000

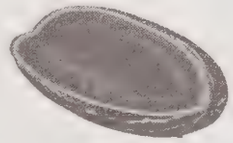
Fire Departments
Ahoskie - 332-2121 Como - 358-5341
Murfreesboro - 398-4151 Harrellsville, Winton, Gates, & Gatesville - 358-5341
Powellsville - 1-800-672-9111 Jackson & Conway - 534-3901
Rich Square - 539-2315
Windsor, Aulander, Kelford, Colerain, & Lewiston - 794-9111

Ambulance/Rescue Squads
Ahoskie, Harrellsville, Murfreesboro, Winton, Powellsville, Windsor, Aulander, Colerain, Lewiston, Roxobel, Kelford, Conway, Jackson, Gates, and Gatesville - 911

Former students who wish to reapply to the College should contact SDS for information regarding the readmission

July 1999

"You must first get along with yourself before you can get along with others."
- Anthony J. D'Angelo, The College Blue Book

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ***Summertime Cookout***	2	3
Independence Day 4	5 ***RCCC Closed for July 4th***	6 ***RCCC Reopens***	7 ***Summer Break -- No Classes July 6, 7, and 8***	8	9	10
11	12 ***Classes Resume***	13	14	15	16	17
18	19	20	***Watermelon Treat Day*** 21 	22	23	24
25	26 ***Last Day of Classes***	27 ***Final Exams -- July 27, 28, and 29***	28	29 ***Summer Term Ends***	30	31

SGA CONSTITUTION

Preamble
We, the students of Roanoke-Chowan Community College, in order to establish better relations and communication between students, administration, and faculty, to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association (SGA) of Roanoke-Chowan Community College.

The name shall be the Student Government Association (SGA).

Article I - Purpose
It shall be the purpose of this organization to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

Article II - Membership
The membership shall consist of all students who pay the student activity fee.

Article III - Executive Council
Section A - Executive power shall be vested in the Student Government Association (SGA) officers. These officers shall be known as the Executive Council.

Section B - The Executive Council officers elected by the constituency shall be: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Treasurer, (5) the Parliamentarian, and (6) the Sergeant-at-Arms.

Section C - The duties of the Executive Council shall be as follows: (1) to have the responsibility of finance, (2) to authorize and approve all publications of the organization, (3) to call special meetings upon petition of a majority of members, (4) to interpret the constitution, (5) to appoint directors of any Special Services Committees, (6) to hold meetings within themselves at least once a month per year, (7) to submit a report of business to each Representative, the SGA advisor, each instructor, and to the chairman of the Student Activities Committee, (8) to attend at least one State N4CSGA meeting per year (budget allowing), and (9) to attend all meetings in accordance with Article IV, Section D.

Section D - The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA, (2) to preside over all of the meetings of the Executive Council and the monthly meetings, (3) to appoint, with the consent of the Student Council, the chairmen of all committees, (4) to serve as an ex-officio member of all SGA standing committees, the RCCC Administrative Council, and the RCCC Board of Trustees, (5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble, (6) to represent this organization in all dealings with other student organizations and individuals, (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office, (9) to call periodic meetings of the Executive Council at his discretion, and (10) to appoint an officer or committee chairperson to replace one who does not fulfill the duties of his office.

Section E - The duties of the Vice President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet his duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

Section F - The duties of the Secretary shall be as follows: (1) to maintain the records of the SGA, (2) to serve as recorder for the Executive Council, (3) to distribute a report of business of SGA meetings to each Representative, SGA Advisor, each instructor, and chairman of the Student Activities Committee, (4) to assist in all other areas that the Executive Council may deem desirable, (5) to submit a completed set of minutes of all SGA meetings for file and future reference, and (6) to serve as chairman of the Communications Committee.

Section G - The duties of the Treasurer shall be as follows: (1) to keep an accurate account of all SGA funds and to attend to all necessary financial correspondence, (2) to prepare a monthly report of all financial matters to be distributed to all Representatives, SGA Advisor, and chairman of the Student Activities Committee (these reports shall be combined into an annual report to be placed in file), (3) to handle all financial transactions of the organization, with the consent of the SGA President and Advisor, and (4) to prepare a budget to be submitted to the Student Council.

Section H - The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Council may deem desirable.

Section I - The duties of the Sergeant-at-Arms shall be as follows: (1) to assist in preserving order as the chair may direct, (2) to follow up on any curriculum, club, or organization which has not selected its Representative by the end of the fourth week of the fall semester, and (3) to maintain accurate absentee records and follow-up (see Article IV, Section D). Any of these groups records and follow-up (see Article IV, Section D). Any of these groups not represented by the end of the second general session shall not have voting power for the duration of the semester.

Section J - Replacement of any member of the Executive Council shall be as follows: (1) Any Executive Council member failing to execute his duties and responsibilities may be removed from office by a two-thirds (2/3) vote of the Representatives. The vacancy will be filled by appointment by the President subject to approval by a two-thirds (2/3) vote of the Representatives. (2) In the event that any member of the Executive Council cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Representatives.

August 1999

"Never shall I forget the day I spent with you. Continue to be my friend, as you will always find me yours."
- Ludwig Van Beethoven

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SGA CONSTITUTION CONTINUED

Section K - Replacement of the President of the SGA shall be as follows: In the event that the President cannot serve, the Vice President will become acting President. He shall appoint the new Vice President subject to approval by a two-thirds (2/3) vote of the Representatives.

Article IV - Representatives

Section A - The body of Representatives shall be composed of one Representative from each of the chartered clubs and Representatives from each of the college's curriculums. There shall be two Representatives from each two-year curriculum--one from the first-year section and one from the second-year section. There shall be only one Representative from each of the curriculums which are of one year duration or less. Only members named herein shall have power to vote on business matters at general sessions.

Section B - The Student Council shall be made up of all members of the Executive Council and all Representatives.

Section C - Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as the liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to appropriate funds for all extracurricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the Student Activity Fund, (3) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (4) to impeach and remove from office any elected student official, (5) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (6) to make rules necessary and proper to promote the general welfare of the student body consistent with State Statutes and Board of Trustees policy.

Section D - Absences: (1) Attendance for Student Council meetings is required; however, if a Representative realizes he will be unable to attend a specified meeting, he is required to notify his Alternate and present a written excuse to the Sergeant-at-Arms prior to the meeting if possible. If by unforeseen circumstances a student is unable to attend a specified meeting, the written excuse is due within three days after his absence. (2) Any Representative absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Sergeant-at-Arms to inform the club's or curriculum's advisor of the Representative's dismissal in writing one week after the third absence. The Sergeant-at-Arms shall have the authority to require the sponsoring club or organization to elect another Representative.

Section E - Elections of Representatives shall be as follows: (1) Elections of Representatives and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall semester. (2) All Representatives and Alternates must be in "Good Standing" with the college for the remainder of the year.

Article V - Advisors

Section A - The Advisor to the Student Government Association shall be the Dean of Student Development Services or his appointee.

Section B - The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, and (3) to ensure that the constitution is enforced.

Section C - Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

Article VI - Election of Officers

Section A - Election for President, Vice President, Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of the fall semester. Upon election, they shall serve from election until the end of the summer term.

Section B - Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President, Secretary, and Treasurer must have been enrolled for three semesters and be in "Good Standing" with the college at the time of nomination and for the remainder of the year. (3) President, Secretary, and Treasurer must submit to the SGA Advisor a written statement of intent to return for the next academic year. (4) The Secretary must have a minimum typing skill of thirty-five (35) net words per minute. (5) The Treasurer must have a working knowledge of financial transactions. (6) The Vice President, Parliamentarian, and Sergeant-at-Arms must be in "Good Standing" with the college at the time of nomination and for the remainder of the year. First semester students would be assumed to be in "Good Standing" unless otherwise indicated.

Section C - Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot, all students paying an activity fee and possessing a student identification card may have a vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) SGA members to the SGA President and the SGA Advisor. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) All candidates must make a campaign presentation during election week. Any candidate failing to make said presentation shall be excluded from the ballot. Special circumstances preventing a presentation may be considered by the current SGA President and the SGA Advisor.

Section D - Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at the designated polling station(s). (3) All voting members shall show

SGA CONSTITUTION CONTINUED

identification cards before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event no candidate receives majority of votes cast, or in the event of a tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in secret by the SGA President, Secretary, and Treasurer, the SGA Advisor, one faculty member and one staff member as designated by the SGA President. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

Article VII - Committees
Section A - General: (1) Committees may be formed as the SGA determines needs. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

Section B - Standing Committees: (1) Communication Committee: The Communications Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the bulletin boards. This committee shall also be responsible for the release of all publicity pertaining to the SGA. It shall also lend assistance to the Secretary in any manner which the SGA deems advisable. The Secretary shall serve as chairman. (2) Activities Committee: The Activities Committee shall be responsible for planning and arranging all college SGA activities. This committee shall work in conjunction with the Communications Committee and the RCCC Faculty/Staff Activities Committees.

Article VIII - New Clubs or Organizations
Section A - The Student Council shall grant charters to all Roanoke-Chowan Community College clubs or organizations.

Section B - In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objectives shall be compatible with the college's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, sex, or national origin. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

Article IX - Parliamentary Authority
Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

Article X - Quorum
Section A - A quorum for any meeting or conference of this organization shall be a majority of the members.

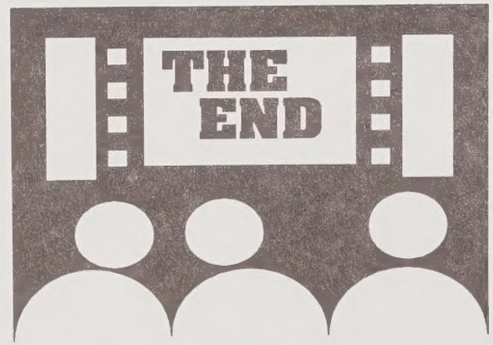
Section B - A quorum for any meeting or conference of the Executive Council shall be two-thirds (2/3) of the members.

Article XI - Amendments
Section A - Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Student Council, the amendment shall be ratified.

Section B - This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Student Council provided that the amendment has been submitted in writing by the previous regular meeting.

Section C - All amendments must be approved by the Board of Trustees.

Article XII - Ratification
Ratification of this constitution shall be by two-thirds (2/3) vote of the Student Council and the Board of Trustees.



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